

Manager: Set Expectations at Kickoff

The following steps guide a manager through the process to set expectations for an employee at Kickoff.

STEP 1. Sign into your **MyPath** account at **www.mass.csod.com**. (Login is your employee ID)

STEP 2. On the homepage, look for the **Your Action Items** on the left and click the **FY22 MassPerform Kickoff: Manager Schedule 1st Check-in & Set Expectations for [employee name]** link.

Your Action Items	
	Due Date
FY22 MassPerform Kickoff: Manager Schedule 1st Check-in & Set Expectations for Monica Geller	5/30/2021

STEP 3. The **FY22 MassPerform Kick-Off** screen will open. Click the **Get Started** button on the bottom-right.

STEP 4. You must schedule your first check-in prior to entering expectations. Use the calendar icon or type in the **Date of First Check-in**. Use the drop-down options to select the **Check-in Cadence**. Click the **Save and Continue** button. *Remember to send Outlook invites for Kickoff and future Check-ins.*

STEP 5. On the **Expectations and Goals** screen, click the **Add Expectation & Goals** button.

STEP 6. Enter a title for your expectation in the **Manager Expectation** field.

STEP 7. Enter a **Description** of the expectation.

STEP 8. Select a **Start Date** and **End Date**.

STEP 9. Use the drop-down options to select an **Expectation Category**.

STEP 10. Click the **Save** button.

NOTE: Leave the **Goals** section blank, as this is where your employee will review your expectation and enter their corresponding goals.

STEP 11. Repeat Steps 5 – 10 for every expectation you want to enter for the employee.

STEP 12. When all expectations have been entered, click the **Submit** button.

STEP 13. The **Submit Review** pop-up will open. Click the **Submit** button again to handoff to the employee, who will then enter their specific goals for each expectation.